



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Public Health Associate II (Full Time/Unclassified)

Public Health Emergency Program - Policy, Planning & Prevention Bureau

\$17.011 - \$23.263 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Policy Planning and Prevention Bureau, is recruiting for a full time Public Health Associate II. Under the direction of the Director of the Public Health Emergency Management (PHEM) Program, this position provides support to the medical countermeasures (MCM) program and the pandemic influenza program. The position is located at the Main Health Department Headquarters, 2525 Grand Avenue in Long Beach, CA.



EXAMPLES OF DUTIES:

- Participates in the local and operational area medical countermeasures (MCM) planning efforts by conducting presentations to partner agencies and assisting in development of Concepts of Operation (ConOps).
- Leads planning of annual point of dispensing (POD) exercise.
- Maintains oversight of PHEM equipment, technology systems and other inventory, including vehicles and communication equipment.
- Assists with training, exercises, and community outreach for PHEM programs.
- Functions as the Logistics lead during a Department Operation Center (DOC) activation.
- Collaborates with interdisciplinary teams to develop unified responses to public health emergencies.
- Assists with scope of work and deliverables for PHEM programs.
- Performs other duties as required.

QUALIFICATIONS:

- High School diploma or equivalent; graduation from an accredited college or university with a Bachelor's Degree in Public Policy, Public Health, Public Administration desirable.
- Two years full-time professional experience in a specialized public health or human services program, preferably in public health emergency.
- Valid California motor vehicle operator license.
- Bilingual English/Spanish highly desirable.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Strong verbal and written communication skills.
- Ability to meet and deal effectively with representatives of government, industries, funding sources and members of the public
- Ability to prepare and deliver presentations in a clear, concise and articulate manner.
- Willingness to work evenings and weekends to deal with emergency issues.
- Working knowledge of the incident command system and the ability to function within it.
- Proficiency in e-mail and Microsoft Office, including Word, Excel and PowerPoint.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, June 17, 2016. To be considered, please email a letter of interest and resume to the email address below. Please include "**Req HE16-091 PHEM PHA II**" in the email subject line:

LBDHHS-JobApplications@longbeach.gov

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-091)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.